



Department of Public Works  
Special Event Permit Application  
(Please type or print in black ink; this form will be reproduced)

After completing, please return to:  
Special Event Permit Office, 841 North Broadway, Room 501, Milwaukee, WI 53202  
FAX: (414) 286-3953 Phone: (414) 286-3329

Event Name		Date of Event	
Time street will be closed for setup		Event Start Time	Event End Time (right-of-way open for public access)
Type of event:	<input type="checkbox"/> walk/run	<input type="checkbox"/> parking	<input type="checkbox"/> parade
		<input type="checkbox"/> photo shoot	<input type="checkbox"/> other (explain)
Event requires street closure:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Estimated number of participants
<b>Permit Applicant Information:</b>			
Name:			
Organization:			
Address:		City, State, Zip Code:	
Phone:		Fax:	
Location or route of event - list all requested street closures. FOR EXAMPLE: North Water Street from East Kilbourn Avenue to East State Street. Or for foot or bicycle races, runs, rides or parades, include a detailed route for approval by the Police Department and Department of Public Works. (Please attach a separate sheet if necessary).			
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If you would like to have parking meters hooded, please list the number that appears on each meter:			
This permit includes the following provisions to which applicant agrees by signature on page 2:			
<ol style="list-style-type: none"><li>1. Apply for a permit as soon as event planning begins; at least 30 days prior to the event. Downtown events require 90 days advance application. Permits from the City Clerk License Division require 60 days because they require Common Council approval.</li><li>2. For first-time and very large events, applicants are required to obtain signatures of consent from neighbors affected by the event and are further required to distribute flyers to those living and/or working in the area. Flyers must be distributed at least five days prior to the event. Flyer must include the nature of the event, date, time, and the name and number of a contact person. The flyer and a list of recipients must be attached to this application when submitted.</li><li>3. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. Special Event Permit office staff will work with the applicant to select an alternate route. (continued on page 2)</li></ol>			

4. Fees vary with the size and nature of the event and equipment and services requested. The Police Department determines the classification of events - A, B, C, or D - according to the number of police service hours required. By ordinance, applicants for Class A, B and C events must furnish with the application fee an original certificate of insurance which provides minimum combined single limits for bodily injury and property damage of \$1,000,000, naming the City of Milwaukee as additional insured. A complete copy of the ordinance is available from the Special Event Permit Office. Private businesses and non-profit organizations, including churches, are charged event fees. By ordinance, fees are due within five days after the application has been approved by the Department of Public Works, the Milwaukee Police Department and the local alderperson. Fees are payable by cash or check made payable to "City of Milwaukee."
5. The permit holder is responsible for any damage to plantings, grass and irrigation systems on city boulevards and green spaces. A deposit of \$500 for the use of each stretch of boulevard and/or greenspace is required prior to issuance of the permit. An additional deposit may be required for trees. Permit holder is responsible for cleanup of garbage and litter generated by the event.
6. **Your festival is required to recycle rigid containers made of plastic, glass, metal and cardboard. Recycling is required by state law and city ordinance (79-21).**
7. Your permit will be mailed to you after the Permit Office has received your payment, or if there is no fee, after the application is processed. Or, you may arrange to pick up the permit at the office.

**Other permits may be necessary for your event:**

If you plan to sell food, have live animals or live music; contact the Health Department at 286-3674.

If you plan to sell alcoholic beverages or non-food items, such as T-shirts; or if you will have carnival rides, contact the City Clerk's License Division at 286-2238.

Permits for tents larger than 600 square feet, bleachers, non-chemical portable toilets, fireworks, carnival rides and use of LP gas are issued by the Department of City Development, 286-8211.

For information about using electrical power at your event, call the Department of City Development at 286-8211.

To make a water supply or sewer connection, call the Department of City Development at 286-8211.

The Milwaukee County Special Events Office, 257-4503, issues permits for the use of county parks and recreational facilities.

**Note (Please read before signing):** This permit is subject to the Milwaukee Code of Ordinances, the City Charter and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and save harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event. The applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or handicap.

Applicant's signature (permittee):

Date:

Aldermanic Approval:

Date:

For DPW use only:

Equipment:

Fee:

Application Received: \_\_\_\_\_

Distribution:

	\$	MPD	
	\$	Traffic Engineering	
	\$	Common Council	
	\$		
	\$		
Classification:	\$	<b>Public Works Approval:</b>	
<b>TOTAL</b>	\$	<b>Date:</b>	
<b>DATE SPECIFIC SIGNAGE REQUIRED</b> <input type="checkbox"/>			